MITTAL SLIP	DATE 5 November 1985

TO: DDA

ROOM NO.	BUILDING

REMARKS:

FYI

EXO/DDA

DDA Registry

cc: D/OL

INFO COPY — OL/PMS
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FROM: EA/DDCI

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 56

REPLACES FORM 36–8
WHICH MAY BE USED.

(47)

110: eet N.W., Suite 500, Washington, DC 20007 / Phone 202-337-9333

**NATIONAL
COMPUTER
SYSTEMS** NCS

FEDERAL GOVERNMENT MARKETING

November 1, 1985

45-1

Executive Registry
85- 4331

Mr. John N. McMahon
Deputy Director of Central Intelligence
Central Intelligence Agency
Washington, D.C. 20505

85-3782

Dear Mr. McMahon:

National Computer Systems, Inc. is pleased to announce the opening of its greatly
expanded office for Federal Government Marketing located at Suite 500, 1101 30th
Street, N.W., Washington, D.C. (202/337-9333).

In conjunction with this opening, and what we feel will be of interest to you and
your staff, we are having a series of seminars devoted to the automatic input of
Time and Attendance reports. NCS has <u>developed and installed</u> in like agencies a
unique, flexible system that fully automates the input preparation function of the
Time and Attendance application. This OMR/Microcomputer based system completely
eliminates the expensive, error-prone, time-consuming and old-fashioned manual
method of input. Designed and field-tested to meet the demands of the Federal
Government manager, the system can not only do the traditional bi-weekly method,
but even more important, it can provide daily T & A data -- a much sought after
piece of information which is being chosen by more and more agencies. While doing
this it actually makes it easier for the T & A clerk, because no recapping,
balancing, transposing, keying and verifying, etc., are needed at the end of the
period. The sheets are ready for <u>immediate, high speed scanning</u>. This flexible
system may be centralized or, as more agencies are choosing, decentralized, further
eliminating the shipment of documents across town or the U.S.

The seminars will discuss the various system approaches other agencies have used,
including daily and bi-weekly, the roster approach, positive versus negative
reporting, etc., and also a brief demonstration of the hardware configurations that
are used. Lasting 1 1/2 hours each, the seminars will be held on the following
dates:

Tuesday	November 19	9:30 am & 2:30 pm
Wednesday	November 20	9:30 am & 2:30 pm
Thursday	November 21	9:30 am

We are confident that this seminar will be informative and productive for you and
your staff members, and ask that you call to reserve seats for the session that is
most convenient.

Sincerely,

James J. Cannon
Account Manager

DCI
EXEC